Regrade Instructions

To the Student:

Please review your regrade requests with your GSI first to make sure that the requests are valid. If the request is valid, write your request on this sheet (see below). Your GSI must then initial it. You must look at the grading criteria and indicate where the mistake was made in grading your exam. Reasons like – the grade should have used a different point distribution are invalid reasons and may result in the loss of additional points. You must clearly illustrate why you should be given the points. Comments like "I deserve more points", "I need all the points I can get" will result in the loss of additional points. We take the regrade requests seriously because we realize mistakes can be made.

You may request **up to 3 questions only** to be regraded**. YOU MUST ATTACH YOUR EXAM TO YOUR REQUEST. NO ATTACHED EXAM AND YOUR REQUEST WILL BE IGNORED.**

All regrade requests are due **Tuesday November 20th by 5 PM** in the mailbox outside of 2088 VLSB. **NO EXCEPTIONS.**

Please fill in all of the information for the following table EXCEPT Columns 4 & 5. You may request to regrade up to three questions. Justify your requests in the box by listing the page #, question # and your justification.

Your Name _____ **Section #**____ **GSI Name** _____
(Print legibly)

Page # & Question #	Possible # of Points	Your Score on that question	Regrade Points Awarded	New Score

GSI: Total Old Score _____ plus **Total # of Regrade Points:** _____ **= Total Revised Score** _____**.**

To the GSI:

Please review all student requests and initial valid requests. (No initials--no regrade!)

To the Regrade Reader:

Please fill out columns 4 & 5 in the above table after reviewing students request(s).

3 questions

page #= _____, question = _____, reason =

GSI Initial: _____

page #= _____, question = _____, reason =

GSI Initial: _____

page #= _____, question = _____, reason =

GSI Initial: _____